

OUTPATIENT PHARMACY (PSO)

MANAGER'S USER MANUAL

Version 7.0 December 1997

(Revised March 2015)

Revision History

Each time this manual is updated, the Title Page lists the new revised date and this page describes the changes. If the Revised Pages column lists "All," replace the existing manual with the reissued manual.

Date	Revised Pages	Patch Number	Description
3/2015	12	PSO*7*438	Updated help text for patient lookup. T. Downing, PM; R. Sutton, Technical Writer
08/2014	i-v, xii-xiii, <u>65</u> , <u>337</u> , <u>349-358</u> , <u>383-389</u> , <u>391</u> , <u>395</u> , <u>398</u> , <u>399</u>	POS*7*408	Updated [PSO AUTOQUEUE JOBS] option Updated Supervisor Functions Menu Added section for the new Supervisor Functions menu option: State Prescription Monitoring Program Menu [PSO SPMP MENU] and its options Added Appendix A: ASAP Definitions Added ASAP and SPMP to the Glossary Updated Index (Y.Olinger, PM; J. Owczarzak, Tech Writer)
08/2014	i-v, vii-xii, <u>8</u> , 73, 205-206, 258, 272, 395, 399	PSO*7*313	Updated Outpatient Pharmacy Hidden Actions Updated Automate Internet Refill Added section on titration Updated [PSO LM BACKDOOR ORDERS] Updated [PSO BATCH BARCODE] Updated Activity Log Updated Glossary Updated Index (Y.Olinger, PM; J. Owczarzak, Tech Writer)

Date	Revised Pages	Patch Number	Description
03/2014	Pages All i-iv, vii-xiii 2 115 175-176 80, 115, 159-160, 172, 187-189, 369-370 78, 126, 129, 131, 132, 134, 135, 137, 138-143, 145, 147, 148, 149, 152-158, 163, 165-166, 167,	Number PSO*7*372, PSO*7*416	Renumber all pages Updated Revision History and Table of Contents. Added to the Related Manuals Added Order Check information Added Chapter 20 Dosing Order Checks Inserted, deleted, or updated Content Updated screens
11/2013	i-xiii,	PSO*7*433 PSO*7*421	Update Glossary Update Index Added Lookup National Clean-Up Utility Data (C. Powell, PM; S. Heiress, Tech Writer) Updated Revision History and Table of Contents.
	229, 234, 239- 240, 279-280, 283-288, 290- 293, 296-297, 300, 321-324, 329, 358-359, 389, 399		Multiple format fixes (doc corruption problem). Changed NCPDP number. Added content to record Reject Resolution Required, changes to ePharmacy Site Parameters screen, and the change from PSORPH to ePHARMACY SITE MANAGER security key. Added "Reject Resolution Required" term to glossary. Restored proper numerical sequence throughout the PSO Managers User Manual. This was done to overcome document corruption issues with page suffixes. This resequencing negates the need for change pages as the entire manual has changed. We recommend users print out entire document anew. (S. Taubenfeld, PM; K. McGarghan, Tech. Writer)
05/2013	i, ii, ix-xiii, 68- 68b, 79-79b, 117-118, 126- 126d, 181,182, 187, 249-249b, 2920-292pb, 292q, 299-302	PSO*7*391	Updated Revision History Updated Table of Contents Modified [PSO PROVIDER EDIT], [PSO PROVIDER ADD], and [PSO PROVIDER INQUIRE]. Added [PSORXDL] option. Modified [PSO EXPIRE INITIALIZE] Modified [PSO RELEASE REPORT]. Modified [PSO LMOE FINISH]. New security key named "PSDRPH" introduced.

Chapter 3: Using the Outpatient Pharmacy Manager Menu

This manual describes options available on the *Outpatient Pharmacy Manager* menu. This menu should be assigned to supervisors, package coordinators, and members of the Automated Data Processing (ADP)/Information Resources Management Service (IRMS) staff.

Example: Accessing the Outpatient Pharmacy Manager menu

```
Select OPTION NAME: PSO MANAGER Outpatient Pharmacy Manager Outpatient Pharmacy software - Version 7.0
```

The following options are available on the *Outpatient Pharmacy Manager* menu.

- Archiving...
- Autocancel Rx's on Admission
- Bingo Board...
- Change Label Printer
- Check Drug Interaction
- Clozapine Pharmacy Manager...
- Copay Menu...
- DUE Supervisor...
- Enter/Edit Clinic Sort Groups
- External Interface Menu...
- Label/Profile Monitor Reprint
- Maintenance (Outpatient Pharmacy)...
- Medication Profile
- Output Reports...
- Pharmacy Intervention Menu...
- Process Drug/Drug Interactions
- Release Medication
- Return Medication to Stock
- Rx (Prescriptions)...
- ScripTalk Main Menu...
- Supervisor Functions...
- Suspense Functions...
- Update Patient Record
- Verification...

Patient Lookup

The ability to look up a patient by prescription number or wand a barcode with the prescription has been added to the patient lookup prompt on the following options.

- Patient Prescription Processing [PSO LM BACKDOOR ORDERS]
- *Medication Profile* [PSO P]
- *Rx (Prescriptions)* [PSO RX]

- *Update Patient Record* [PSO PAT]
- Manual Print of Multi-Rx Forms [PSO LM MULTI-RX PRINT]
- ScripTalk Patient Enter/Edit [PSO SCRIPTALK PATIENT ENROLL]
- Patient Address Changes Report [PSO ADDRESS CHANGE REPORT]
- List Prescriptions Not Mailed [PSO BAI NOT MAILED]
- Non-VA Meds Usage Report [PSO NON-VA MEDS USAGE REPORT]
- Enter New Patient [PSO BINGO NEW PATIENT]
- Action Profile (132 COLUMN PRINTOUT) [PSO ACTION PROFILE]
- *Poly Pharmacy Report* [PSOPOLY]

The help text for patient lookup reads as follows.

```
Enter the prescription number prefixed by a # (ex. #XXXXXXX) or
Wand the barcode of the prescription. The format of the barcode is
NNN-NNNNNNN where the first 3 digits are your station number.

OR -

Enter the universal Member ID number from the patient's VHIC Card
or wand the barcode of the VHIC card
OR -

Answer with PATIENT NAME, or SOCIAL SECURITY NUMBER, or last 4 digits
of SOCIAL SECURITY NUMBER, or first initial of last name with last 4
digits of SOCIAL SECURITY NUMBER
Do you want the entire NNNNNNNN-Entry PATIENT List?
```